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OTE 86-3708

15 AUG 1986

MEMORANDUM FOR: Associate Deputy Director for Administration

STAT FROM: [redacted]
Director of Training and Education

SUBJECT: Request for Procurement Services

1. Attached are several Requests for Procurement initiated by Secretarial Training Branch, Secretarial, Administrative, and Communication Training Division/OTE for contractor services for the remainder of FY86. Submission at this late date has been necessitated by contractor availability.

2. Also, the Secretarial Training Branch, a newly established branch, and still not fully staffed, is attempting to schedule additional runnings of courses in order to provide secretaries the opportunity to meet requirements that may affect their ranking in the near term.

STAT [redacted]

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STAT OTE/SACTD [redacted] (14 August 1986)

Distribution:
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